

Frequently Asked Questions

Secondary Teaching Recruitment

Q. What does “Occasional Teacher” mean?

A. Occasional Teachers are on-call Replacement Teachers replacing an absent Teacher on a day-to-day basis. Shifts and hours are not guaranteed.

Q. What does “Long Term Occasional Teacher” mean?

A. Long Term Occasional Teachers are Replacement Teachers replacing an absent teacher for an assignment longer in nature. Assignments can range from a few weeks to a full semester or full school year.

Q. How and where do I apply for Secondary Occasional Teaching (OT) Positions?

A. Applications for Secondary Occasional Teaching are submitted online on our WinOcular application system. When completing the online application, you will have the option to select your interest in Occasional positions and/or Contract positions on the Employment Preference section of the application. Selecting Occasional will show your interest in Occasional Teaching, selecting Contract will show your interest in being considered for the Eligible to Hire (ETH) list for permanent opportunities. You can select all options if you are interested in all.

The link to our Online Application for Secondary Teaching positions including Occasional Teaching positions can be found at:

<https://www.tdsb.on.ca/About-Us/Employment/Teaching/Secondary>

Q. How and where do I apply for Secondary Long Term Occasional Teaching (LTO) Positions?

A. To be considered for Long Term Occasional positions you will need to be a Secondary Occasional Teacher with the TDSB

Applications for Occasional Teaching which will make you eligible for Long Term Occasional Teaching positions are submitted online at:

<https://www.tdsb.on.ca/About-Us/Employment/Teaching/Secondary>

Q. What does “Eligible to Hire List” mean?

A. Teachers on the Eligible to Hire list are eligible to apply to Contract/Permanent postings

Inclusion on the Secondary Eligible to Hire (ETH) list is the first step to eligibility for applying to posted Secondary Teaching Contract/Permanent vacancies with the TDSB. Teachers are not required to be Occasional Teachers to be on the Secondary Eligible to Hire (ETH) List.

Q. How and where do I apply for Secondary Teaching Contract/Permanent Positions?

A. Teachers on the TDSB Secondary Eligible to Hire list are eligible to apply to posted Contract/Permanent posted vacancies under the job postings section at:

<https://www.tdsb.on.ca/About-Us/Employment/Teaching/Secondary>

Q. How and where do I apply for the Secondary Teaching Eligible to Hire (ETH) list?

A. Applications for the Eligible to Hire (ETH) List are submitted online on our WinOcular application system. When completing the online application, you will have the option to select your interest in Contract (half-time or full-time) positions on the Employment Preference section of the online application. Selecting Contract will show your interest in being considered for the Eligible to Hire (ETH) list for permanent opportunities. You can also select the Occasional options if you would like to be considered for Occasional Teaching but, this is not a requirement for consideration for the Eligible to Hire (ETH) list.

Applications for Secondary Teaching including the Eligible to Hire (ETH) List are submitted online at: <https://www.tdsb.on.ca/About-Us/Employment/Teaching/Secondary>

Q. What qualifications are needed, which Secondary Teaching positions are you hiring for?

A. We are currently hiring in all subject areas for Secondary Occasional Teaching. High needs areas are French, Business, Computers, and all Technological Education Qualifications.

Q. How do I get help with my Secondary Teaching application on the WinOcular application system?

A. If you need any assistance with your online application or questions on the application process, please email secondaryrecruitment@tdsb.on.ca

Q. How do I check the status of my Secondary Teaching application?

A. We endeavour to review all applications in a timely manner; however, we do receive a high volume of applications. If you have applied online and your application is complete, you will only be contacted if selected for an interview. You can email secondary recruitment at secondaryrecruitment@tdsb.on.ca only to confirm your application is complete. We do not provide status updates on completed applications.

Q. I applied last year and have not heard anything. Can I apply again?

A. Applications for Secondary Teaching are open January 1st of every calendar year. You are welcome to apply anytime throughout the year, but we encourage you to apply early. You only need apply once per calendar year and your application will be active for consideration until December 31st of that year.

If your last application was submitted in the last calendar year you need to submit a new application for the current year to still be considered.

Q. I already applied online but have not heard back yet. When will I be contacted?

A. We endeavour to review all applications in a timely manner; however, we do receive a high volume of applications. If you have applied online and your application is complete, you will only be contacted if selected for an interview. You can email secondary recruitment at secondaryrecruitment@tdsb.on.ca only to confirm your application is complete. We do not provide status updates on completed applications.

Q. How will I know that I am selected for an interview?

A. Secondary Recruitment will contact you by email. Once your interview is scheduled, we expect that emails indicating your status will be sent out 1-2 weeks after your interview. We are unable to confirm your status over the phone prior to these emails being sent.

Q. What happens after the interview?

A. Once you have completed your interview, the interview team will make one of the following recommendations:

1. that you are selected for inclusion on the Secondary Eligible to Hire (ETH) list and/or the Secondary Occasional Teaching List; or
2. that, at this time, you have not been selected for inclusion. Your application will remain active and on file for the remainder of the year in the event that our needs change.

Interviewed applicants will receive emails indicating their status and next steps 1-2 weeks after their interview

Q. I applied for Occasional Teaching, when will I be contacted and added to the OT list?

A. If you have selected interest in Occasional Teaching on your application and are successful through the recruitment/interview process, you will be contacted by Secondary Recruitment with any offers of inclusion to the Secondary Occasional Teaching (OT) list. Addition to the OT list is based on our identified areas of need at the time. Addition to the OT list is also the next step to eligibility for applying to posted Long Term Occasional (LTO) vacancies with the TDSB.

For any questions that you may have that are not covered, please contact:

secondaryrecruitment@tdsb.on.ca